



State of Wisconsin  
Department of Workforce  
Development

Presents the  
**Labor Law Training Series**

**“FRIDAY FUNDAMENTALS”**

(Co-sponsored by the University of Wisconsin-Extension Local Government Center)

*These interactive sessions in 2004-2005 provide basic information about these laws:*

**Fair Employment**

**Worker's Compensation**

**State Fair Labor Standards**

**Unemployment Insurance**

***Sign up now for DWD's "Friday Fundamentals" educational series.***

**Jan. 14, '05  
April 8, '05**

**Feb. 18, '05  
May 13, '05**

**March 4, '05**

**All sessions held from  
1:00 p.m. – 3:00 p.m.**

**About the Sessions**

The Wisconsin Department of Workforce Development will present another series of educational audio conferences on the above dates. DWD uses the WisLine system operated by the University of Wisconsin. Sessions are open to the public and held at WisLine sites in most Wisconsin counties. Most topics are expanded versions of those presented at DWD's popular Labor Law Clinics.

***Pick only the sessions you want!***

These basic courses are designed to be most helpful to those new to their jobs or to the State of Wisconsin. They will also be helpful to those who haven't attended a DWD Labor Law Clinic or other DWD seminar in recent years.

Particular groups that may benefit include:

\$ Smaller employers

\$ Accountants

\$ Attorneys (2.0 hours CLE may be available)

\$ Labor Unions

***Interactive Session***

Each WisLine session provides microphones that can be used by attendees to question speakers during the presentations.

***Low Cost***

The \$27.00 registration fee for each session includes reference materials mailed in advance of each session.

**Questions? Call Jack Anchor at (608) 266-9713  
Or Yvonne Hagen at (608) 266-3100**

Information about this program may also be found at: <http://dwd.wisconsin.gov/dwd/frifund.htm>

## Topic Details

**01/14/05 - UI Policies On Drugs And Alcohol In The Workplace** Employers and employees alike have a right to a drug and alcohol free workplace. What are your rights as an employer or employee if an employee's work performance is affected by the use of alcohol or other controlled substances? What obligations do employers have to those employees? Will unemployment insurance (UI) benefits be paid to an employee who has been suspended or discharged for appearing at work under the influence of either drugs or alcohol?

**02/18/05 - How To Conduct A Labor Standards Self-Audit** - Explains how employers can conduct a "self-audit" to assess their current compliance with various state labor standards laws. Includes information about the Labor Standards Bureau's wage claims process and audits, including potential penalties that can be assessed against employers. Other topics covered include an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefit, work rules and disciplinary action policies.

**03/04/05 - Preparing for Worker's Compensation Hearings** - Practical advice is given on receiving employee accident reports, communicating with insurance carriers, and investigating reports of work injuries. The benefits to the employer of timely reporting and investigation are discussed. The employer's role at hearing, including steps to follow when preparing and presenting testimony by the representatives of the employer, also is explained.

**04/08/05 - Workplace Harassment** - Provides information about harassment under the Wisconsin Fair Employment Law. Includes sexual harassment and harassment based on other characteristics such as race, color, national origin and sexual orientation. Speakers use case law to illustrate concepts. Emphasizes the importance of strong company policies prohibiting unlawful harassment, as well as suggestions for handling and investigating complaints.

**05/13/05 - Fair Employment Of Persons With Disabilities** - Provides a summary of the main provisions of the Wisconsin Fair Employment Law relating to persons with disabilities. Discusses the law's requirements for "reasonable accommodation" for persons with disabilities and the interactive accommodation process. Identifies key differences between the WFEL and Title 1 of the Americans with Disabilities Act (ADA). Speakers use case law to illustrate concepts.

# WisLine Locations

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability.

Pin/Site #	City	Site Name	Phone
4000	Adams	Adams County Extension	608/339-4237
4007	Alma	Buffalo County Courthouse	608/685-6256
4022	Altoona	Eau Claire County Extension Office	715/829-4712
4038	Antigo	Langlade County Extension Office	715/627-6236
4050	Appleton	Outagamie County UWEX	920/832-5122
4001	Ashland	Ashland County Courthouse	715/682-7017
4069	Baldwin	St. Croix County Ag Center	715/684-3301
4055	Balsam Lake	-Polk County Center Building	715/485-8600
4064	Baraboo	Sauk County UWEX	608/355-3250
4003	Barron	Barron County Off Complex	715/537-6250
4031	Black River Falls	Jackson County Courthouse	715/284-0227
4034	Bristol	Kenosha County UWEX	262/857-1945
4009	Chilton	Calumet County Courthouse	920/849-1450
4010	Chippewa Falls	Chippewa County Courthouse	715/726-7950
4025	Crandon	Forest County Courthouse	715/478-2212
4037	Darlington	LaFayette County Ag Center	608/776-4820
4029	Dodgeville	Iowa County UWEX	608/935-0391
4052	Durand	Pepin County Government Center	715/672-5214
4073	Eagle River	Vilas County Courthouse	715/479-3648
4075	Elkhorn	Walworth County UWEX	262/741-3186
4053	Ellsworth	Pierce County Office Building	715/273-3531X6663
4023	Florence	- Florence Resource Center	715/528-5580 X16
4024	Fond du Lac	-UWEX -Fond du Lac	920/929-3170
4005	Green Bay	Brown Cty Ag. & Extension Center	920/391-4610
4028	Green Lake	Green Lake County Courthouse	920/294-4032
4065	Hayward	Sawyer County Courthouse	715/634-4839
4030	Hurley	Iron County Courthouse	715/561-2695
4061	Janesville	Rock County Courthouse	608/757-5695
4032	Jefferson	Jefferson County UWEX	920-674-7296
4017	Juneau	Dodge County Admin. Building	920/386-3790
4044	Keshena	Menominee County Courthouse	715/799-4654
4035	Kewaunee	Kewaunee County Courthouse	920/388-4410
4036	La Crosse	La Crosse County UWEX	608/485-9593
4026	Lancaster	Grant County UWEX	608/723-2125
4062	Ladysmith	Rusk County Courthouse	715/532-2151

Pin/Site #	City	Site Name	Phone
4015	Madison	The Pyle Center	608/262-0753
4040	Manitowoc	Manitowoc County UWEX	920/683-4169
4042	Marinette	Marinette County Courthouse	715/732-7510
4033	Mauston	Juneau County UWEX	608/847-9329
4070	Medford	Taylor Cty USDA Service Center	715/748-3327
4020	Menomonie	Dunn County Ag Center	715/232-1636
4021	Menomonie	UW-Stout	715/232-5239
4039	Merrill	Lincoln County Annex	715/536-0304
4027	Monroe	Green County UWEX	608/328-9440
4043	Montello	Marquette County Services Center	608/297-9153 x 3
4011	Neilsville	Western District Office	715/743-5420
4048	Oconto	Oconto County Courthouse	920/834-6845
4083	Oshkosh	Winnebago County UWEX	920/232-1970
4058	Phillips	Price County UWEX	715/339-2555
4051	Port Washington	Ozaukee Cty Admin. Ctr.	262/284-8288
4013	Portage	Columbia Cty Annex Building	608/742-9680
4014	Prairie du Chien	Crawford County UWEX	608/326-0223
4088	Reedsburg	Reedsburg Public Library	608/524-3316
4049	Rhineland	Oneida County UWEX	715/365-2750
4060	Richland Center	Richland County UWEX	608/647-6148
4054	River Falls	UW-River Falls	715/425-3256
4067	Shawano	Shawano County Courthouse	715/526-6136
4068	Sheboygan Falls	Sheboygan UWEX	920/467-5740
4008	Siren	Burnett County Government Center	715/349-2151
4047	Sparta	Monroe County Courthouse Annex	608/269-8722
4077	Spooner	Washburn County UWEX	715/635-4444
4056	Stevens Point	Portage County UWEX	715/346-1316
4019	Superior	Douglas County UWEX	715/395-1363
4072	Viroqua	Vernon County Extension Office	608/637-5276
4004	Washburn	Bayfield County Courthouse	715/373-6104
4080	Waukesha	Waukesha Cty Admin Center	262/548-7770
4081	Waupaca	Waupaca County Courthouse	715/258-6231
4041	Wausau	Marathon County UWEX	715/261-1231
4082	Wautoma	Waushara County Courthouse	920/787-0416
4045	West Allis	Milwaukee County Extension	414/290-2409
4071	Whitehall	Trempealeau Cty. Courthouse	715/538-2311
4085	Wisconsin Rapids	Wood Cty Courthouse	715/421-8440

**PLEASE NOTE:** When filling out, cutting off, and mailing the registration form on the reverse side of this sheet, some information on this side will be lost. Accordingly, you may wish to copy this side of the sheet for future reference.

### How To Register

1. **SELECT** a WisLine site and phone number from the list on the reverse side of this form.
2. **COMPLETE AND RETURN** the registration form below together with your payment or purchase order to the address below. Register at least 10 days prior to the session date to ensure reference materials are mailed to you in time for the session. OR, you may FAX your registration form to the number below. OR, you may register by phone using the number just beneath the mailing address below.
3. **IF YOU ARE REGISTERING WITHIN 10 DAYS OF THE SESSION**, call the site that you wish to attend and confirm that the site is participating in the WisLine session(s). You may also wish to obtain directions and parking information.

#### **Payment:**

Include payment in the full amount (per the number of sessions requested). Make check or money order payable to:  
**University of Wisconsin Extension**

Return to:

**WisLine Registration  
The Pyle Center, Dept. 111  
702 Langdon Street  
Madison, WI 53706-1487**

**Phone (608) 262-0810 FAX (Madison) 265-3163 FAX (Toll Free) 1-800-741-7416**

#### **Refunds:**

Refunds will be authorized when a registration is canceled at least 24 hours in advance of the class, minus a \$16.00 service charge.

### Workshops Registration

**Check all sessions you wish to attend. (All Courses are #3259)**  
(You can attend all six sessions for the price of five!)

☐ 01/14/05 - UI Policies On Drugs And Alcohol in the Workplace

☐ 02/18/05 - How To Conduct A Labor Standards Self-Audit

☐ 0304/05 - Preparing for Worker's Compensation Hearings

☐ 04/08/05 - Workplace Harrassment

☐ 05/13/05 - Fair Employment Of Persons With Disabilities

#### **SELECT ONE:**

☐ All sessions - \$ 108.00 (A savings of \$27.00)

☐ # of sessions \_\_\_\_\_ @ \$ 27.00 each = \$ \_\_\_\_\_

Site (from the reverse side) you would like to attend: Site # \_\_\_\_\_ Site City \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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